



Naval Acquisition Development Program (NADP)



Career Field Manager Standard Operating Procedures



***Presented by: Career Management
Naval Acquisition Career Center
Mechanicsburg, PA***



Agenda



TWMS



Homeport Supervisor



Leave Without Pay



Absence Without Pay



LWOP versus AWOL



Graduation Pickups



TWMS



- **Is not the system of Record for the NADP Employee**
- **NACC Career Managers are used as “Supervisor” placeholders**
- **IDPs are not created in TWMS**
- **SF-182s cannot be processed via TWMS due to unique set up of the NADP and UICs**
- **Each location should have a training person who can push training to NADP Employee**
- **SAAR forms cannot be pushed via TWMS**
- **Telework agreements cannot be completed via TWMS**



Homeport Supervisor



- **Responsible for time and attendance of NADP Employee in SLDCADA both at homeport and while on travel**
- **Responsible for signing leave request**
- **Responsible for approving those requesting to be placed on the Voluntary Leave Transfer Program**
- **Responsible for signing request for Transit Benefits**
- **Designated as the Rating Official for performance plans**



Leave Request



- **Employee has a right to request leave, subject to the right of the supervisor to approve the time at which the leave may be taken**
- **Employees are not required to explain how they plan to use the annual leave, but in the absence of this information, the request may be denied based on the office's workload**
- **To address office workload needs, supervisors may – if necessary – ask an employee's reason for requesting annual leave**



Leave Without Pay (LWOP)



- **Leave Without Pay is an authorized temporary absence from duty without pay**
- **In most cases, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy**
- **A supervisor cannot put an employee on LWOP. An employee must request LWOP**



Reasons for using LWOP



- **FMLA is invoked**
- **Uniformed service under Uniform Services Employment and Reemployment Rights Act (USERRA)**
- **When used by disabled veterans for necessary medical treatment of service-connection disability**
- **When receiving worker's compensation**



Absence Without Leave (AWOL)



- **Absence without leave is when the absence was not authorized: leave not requested, or leave request was properly denied**
- **Failure to follow leave requesting procedures/instructions**
- **Excessive absence**



LWOP versus AWOL



- **LWOP is an absence from duty that is granted by the agency at the employee's request and which may be used for a variety of purposes**
- **AWOL is a non-pay status and covers any absence from duty that has not been approved**
- **Charging AWOL is not a disciplinary action, however to take disciplinary action based on AWOL, employee absence MUST have been recorded as AWOL**



Graduation Pickup



- **Around 60 days prior to graduation of an NADP Employee the NACC CM will email those CFMs reminders of upcoming graduations**
- **CFMs are responsible for ensuring their local HRO is aware of the upcoming pickup action**
- **Those going to the full performance level of GS-12**
- **Ensure the NACC CM is provided a confirmation response along with the RPA# confirming pickup is on track**



Questions

